

Date: \_\_\_\_\_

Dear Applicant: \_\_\_\_\_

Thank you for your application for \_\_\_\_\_.

We regret to inform you that after serious consideration, we have decided to take the following adverse action:

Our decision was based in whole or in part on the following type of information contained in a consumer report:

\_\_\_\_\_. The information was ordered through ZipReports, LLC and came from the Consumer Reporting Agency(ies) checked below:

√	<b>Consumer Reporting Agency</b>	<b>To request a free report because of this denial</b>	<b>To dispute information on a report</b> (Agency generally cannot discuss dispute on phone unless you have a copy of report directly from agency.)
<input type="checkbox"/>	Equifax	Equifax Credit Information Services, Inc. P.O. Box 740241, Atlanta, GA 30374 1-800-685-1111	Equifax P.O. Box 740241, Atlanta, GA 30374 (Appropriate phone number is listed on report you receive directly from bureau)
<input type="checkbox"/>	Experian (TRW)	Experian (TRW) Attn: NCAC P.O. Box 2002, Allen, TX 75013-0036 1-888-397-3742	Experian (TRW) Attn: NCAC P.O. Box 9595, Allen, TX 75013-9595 1-888-397-3742
<input type="checkbox"/>	Trans Union LLC	Trans Union LLC Consumer Disclosure Center P.O. Box 1000, Chester, PA 19022 1-800-888-4213	Trans Union, P.O. Box 34012, Fullerton, CA 92831* <i>*For residents of AK, AZ, CA, CO, HI, ID, KS, MT, NE, NV, NM, ND, OK, OR, SD, TX, UT, WA, WY</i> Trans Union, P.O. Box 2000, Chester, PA 19022** <i>**For residents of all other states</i> 1-800-916-8800
<input type="checkbox"/>	Other (for criminal, eviction and other non-credit records)	ZipReports, LLC P.O. Box 6307 North Logan, UT 84341-6307 1-800-311-1585	ZipReports, LLC P.O. Box 6307 North Logan, UT 84341-6307 1-800-311-1585

You have the right to review the information contained in your file(s) with the above agency(ies). You may obtain a free copy of your report by contacting the appropriate agency(ies) within 60 days of this notice, using the contact information listed above. You will need to state that you had an adverse action taken against you, and list your full name, social security number, date of birth, and current address. If any of the information contained in a report is incomplete or incorrect, you may dispute the matter directly with the agency that provided the information by writing or calling the agency.

The above-referenced agency(ies) DID NOT make the adverse decision and is(are) not able to explain why the decision was made.

The Federal Equal Credit Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, national origin, gender, marital status, age (provided that the applicant has the capacity to enter into a binding contract), because all or part of the applicant's income derives from any public assistance program, or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act. The federal agency that administers compliance with this law concerning this creditor is the Federal Trade Commission, Equal Credit Opportunity, Washington, D.C. 20580.

Employers are prohibited from discriminating against employees and potential employees on the basis of race, color, religion, national origin, gender, marital status, age, or disability.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Company: \_\_\_\_\_

## **A SUMMARY OF YOUR RIGHTS** **UNDER THE FAIR CREDIT REPORTING ACT**

The federal Fair Credit Reporting Act (FCRA) is designed to promote accuracy, fairness, and privacy of information in the files of every “consumer reporting agency” (CRA). Most CRAs are credit bureaus that gather and sell information about you—such as if you pay your bills on time or have filed bankruptcy—to creditors, employers, landlords, and other businesses. You can find the complete text of the FCRA, 15 U.S.C. §§1681-1681u, at the Federal Trade Commission’s website (<http://www.ftc.gov>). The FCRA gives you specific rights, as outlined below. You may have additional rights under state law. You may contact a state or local consumer protection agency or a state attorney general to learn those rights.

- **You must be told if information in your file has been used against you.** Anyone who uses information from a CRA to take action against you—such as denying an application for credit, insurance, or employment—must tell you and give you the name, address, and phone number of the CRA that provided the consumer report.
- **You can find out what is in your file.** At your request, a CRA must give you the information in your file, and a list of everyone who has requested it recently. There is no charge for the report if a person has taken action against you because of information supplied by the CRA, if you request the report within 60 days of receiving notice of the action. You are also entitled to one free report every twelve months upon request if you verify that (1) you are unemployed and plan to seek employment within 60 days, (2) you are on welfare, or (3) your report is inaccurate due to fraud. Otherwise, a CRA may charge you up to eight dollars.
- **You can dispute inaccurate information with the CRA.** If you tell a CRA that your file contains inaccurate information, the CRA must investigate the items (usually within 30 days) by presenting to its information source all relevant evidence you submit, unless your dispute is frivolous. The source must review your evidence and report its findings to the CRA. (The source also must advise national CRAs -- to which it has provided the data -- of any error.) The CRA must give you a written report of the investigation, and a copy of your report if the investigation results in any change. If the CRA's investigation does not resolve the dispute, you may add a brief statement to your file. The CRA must normally include a summary of your statement in future reports. If an item is deleted or a dispute statement is filed, you may ask that anyone who has recently received your report be notified of the change.
- **Inaccurate information must be corrected or deleted.** A CRA must remove or correct inaccurate or unverified information from its files, usually within 30 days after you dispute it. **However, the CRA is not required to remove accurate data from your file unless it is outdated (as described below) or cannot be verified.** If your dispute results in any change to your report, the CRA cannot reinsert into your file a disputed item unless the information source verifies its accuracy and completeness. In addition, the CRA must give you a written notice telling you it has reinserted the item. The notice must include the name, address and phone number of the information source.
- **You can dispute inaccurate items with the source of the information.** If you tell anyone -- such as a creditor who reports to a CRA -- that you dispute an item, they may not then report the information to a CRA without including a notice of your dispute. In addition, once you've notified the source of the error in writing, it may not continue to report the information if it is, in fact, an error.
- **Outdated information may not be reported.** In most cases, a CRA may not report negative information that is more than seven years old; ten years for bankruptcies.
- **Access to your file is limited.** A CRA may provide information about you only to people with a need recognized by the FCRA -- usually to consider an application with a creditor, insurer, employer, landlord, or other business.
- **Your consent is required for reports that are provided to employers, or reports that contain medical information.** A CRA may not give out information about you to your employer, or prospective employer, without your written consent. A CRA may not report medical information about you to creditors, insurers, or employers without your permission.
- **You may choose to exclude your name from CRA lists for unsolicited credit and insurance offers.** Creditors and insurers may use file information as the basis for sending you unsolicited offers of credit or insurance. Such offers must include a toll-free phone number for you to call if you want your name and address removed from future lists. If you call, you must be kept off the lists for two years. If you request, complete, and return the CRA form provided for this purpose, you must be taken off the lists indefinitely.
- **You may seek damages from violators.** If a CRA, a user or (in some cases) a provider of CRA data, violates the FCRA, you may sue them in state or federal court.

The FCRA gives several different federal agencies authority to enforce the FCRA:

<b>FOR QUESTIONS OR CONCERNS REGARDING</b>	<b>PLEASE CONTACT</b>
CRAs, creditors and others not listed below	Federal Trade Commission Consumer Response Center- FCRA Washington, DC 20580 * 202-326-3761
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 * 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 * 202-452-3693
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Programs Washington, DC 20552 * 800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 * 703-518-6360
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Division of Compliance & Consumer Affairs Washington, DC 20429 * 800-934-FDIC
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation Office of Financial Management Washington, DC 20590 * 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator-GIPSA Washington, DC 20250 * 202-720-7051